

The Pre-employment Training Program is sponsored by the
New Mexico Film Office of the Economic Development Dept.

FILM & TELEVISION PRODUCTION PAYROLL CLASS

*****ALL STUDENTS MUST BRING NOTEBOOK/PAD AND PEN/PENCIL TO EACH CLASS*****

CLASS OVERVIEW & SCHEDULE

CLASS 1

DATE: Saturday, September 16, 2006
TIME: 9:30 AM TO 5:30 PM
PLACE: TBD

MATERIAL COVERED: BASICS OF PAYROLL
TIMECARDS
START FORMS
I-9'S
MILITARY & FRACTIONAL TIME CALCULATIONS
STRAIGHT TIME, OVERTIME & GOLD TIME
MEAL PENALTIES
ELAPSED VS WORKED HRS CALCULATION
NON-UNION PAYROLL

CLASS 2

DATE: **Saturday, September 23, 2006**
TIME: 9:30 AM TO 5:30 PM
PLACE: TBD

MATERIAL COVERED: SHOWBIZ CREW TIMECARDS SOFTWARE
REVIEW NON-UNION PAYROLL
LOCAL AREA STANDARDS UNION PAYROLL
IATSE BASIC STUDIO PAYROLL
IATSE DISTANT STUDIO PAYROLL

CLASS 3

DATE: **Saturday, October 07, 2006**
TIME: 9:30 AM TO 5:30 PM
PLACE: TBD

MATERIAL COVERED: SHOWBIZ CREW TIMECARDS SOFTWARE
REVIEW NON-UNION & AREA STANDARDS PAYROLL
DGA PAYROLL
WGA PAYROLL

CLASS 4

DATE: **Saturday, October 14, 2006**
TIME: 9:30 AM TO 5:30 PM
PLACE: TBD

MATERIAL COVERED: SHOWBIZ CREW TIMECARDS SOFTWARE
REVIEW NON-UNION & UNION PAYROLL
REVIEW DGA & WGA PAYROLL
SAG PAYROLL

CLASS 5

DATE: **Saturday, October 21, 2006**
TIME: 9:30 AM TO 5:30 PM
PLACE: TBD

MATERIAL COVERED: SHOWBIZ SAG TIMECARDS SOFTWARE
REVIEW SHOWBIZ CREW TIMECARDS SOFTWARE
REVIEW NON-UNION & UNION PAYROLL
REVIEW DGA & WGA & SAG PAYROLL